

Chapter 1



Introduction

Data Integrity in SICM 4.0 VDF

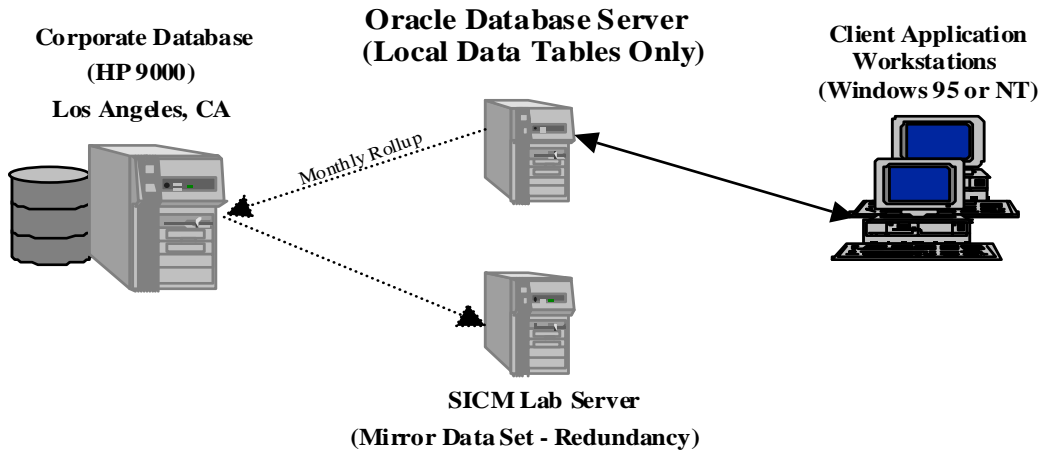
Data Integrity in SICM is essential not only for managing our CAS mission, but also for supporting our customers, measuring performance, and measuring workload. DCMC has and is developing many automated systems which feed data into the Shared Data Warehouse (SDW). SICM data must be consistent with MOCAS data in order for DCMDI to provide data to the SDW successfully.

All DCMDI Theaters must be consistent in entering data into SICM. This manual provides clear field definitions and instructions for users. All users should follow the instructions in this manual and should not create special local procedures. Questions concerning this manual or the appropriate input of data should be addressed to the Operations Directorate (DCMDI-O).

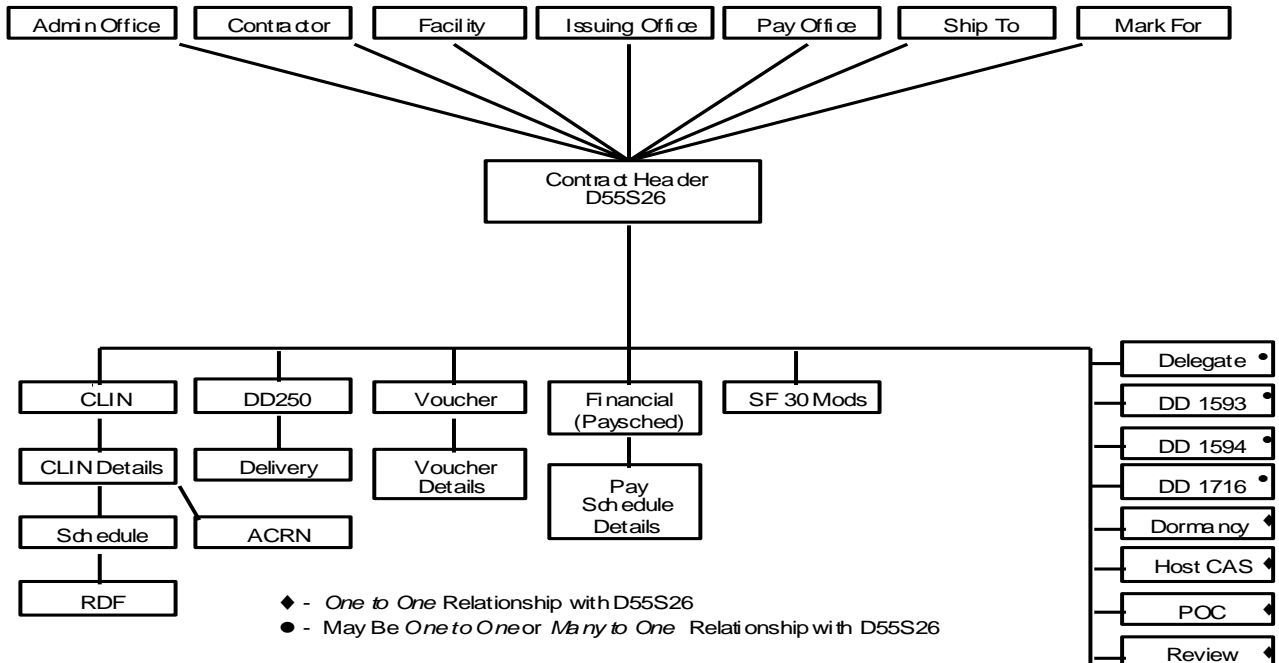
Recommend that this manual be made readily available to all SICM users. Users are encouraged to read the manual before commencing data entry.

System for Integrated Contract Management (SICM 4.0)

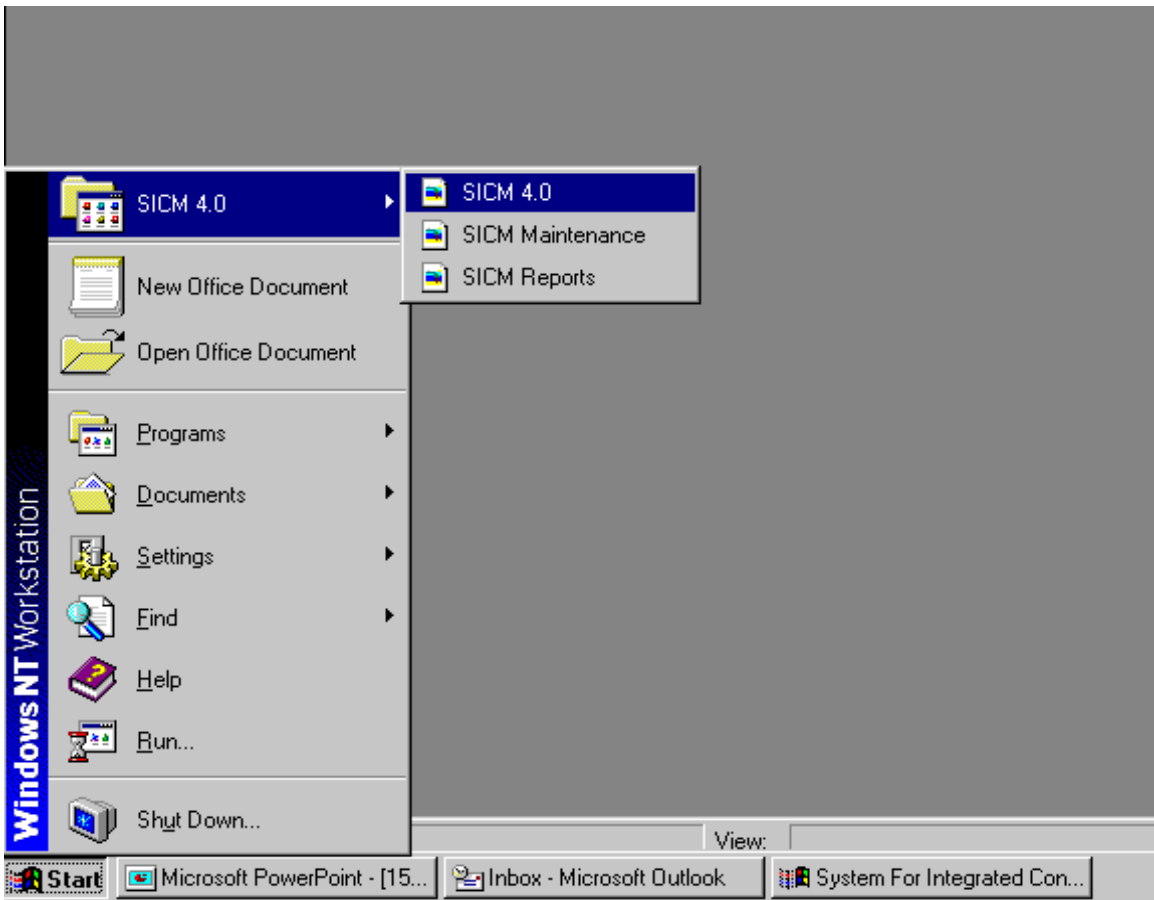
The SICM Client/Server Architecture



SICM 4.0 (VDF) Table Relationships



1.0 To Begin SICM 4.0



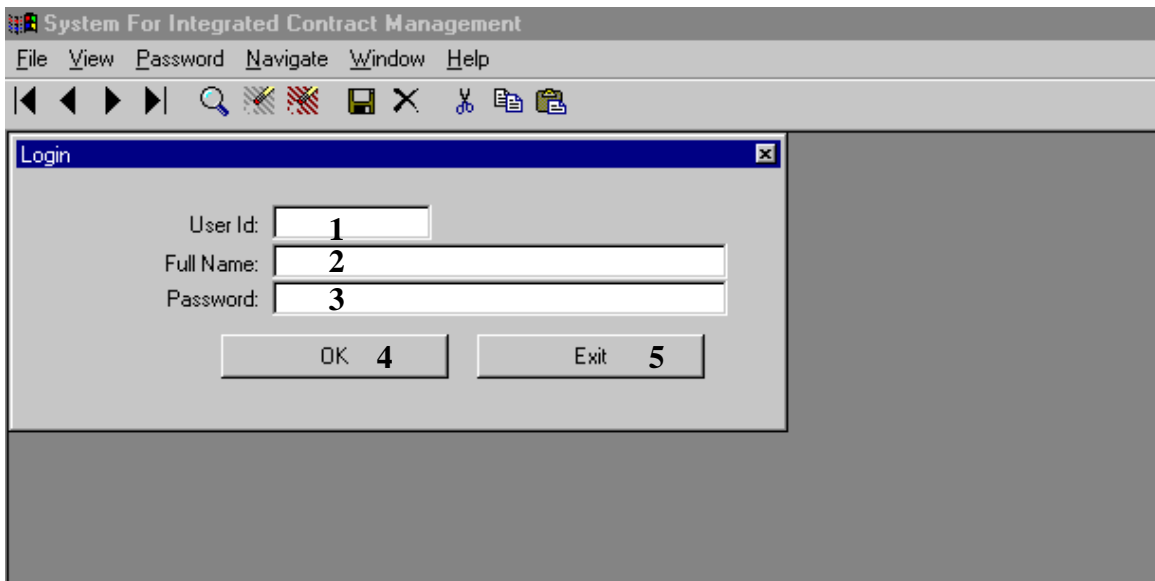
Introduction

This User Manual provides guidance on how to use the SICM 4.0 application, and all of the associated SICM Modules. It contains examples and detailed descriptions of every data field and entry screen used throughout the application. If you come across a term that you do not understand or require more information about, check the Glossary that has been provided in Chapter 16 of this Manual. Since this application has a Windows based design, most users should find it much easier to work with and more user friendly than the previous versions.

Opening the Application

Select the Windows START button on the Windows Task Bar. Highlight the SICM 4.0 Icon folder and the following application shortcut options will be displayed: SICM 4.0, SICM Maintenance and SICM Reports. Select the SICM 4.0 option to initiate the SICM Login screen for general contract data entry as explained in Chapters 1 to 11.

1.1 SICM User Login



1. User ID - Enter your Standard DLA User ID consisting of three alpha and four numeric characters. This User ID is assigned by your local SICM System Administrator, and should be consistent with that which is used for other ADP applications.

***Note:** Throughout this text the term local SICM System Administrator will refer to the CAO appointed SICM Trusted Agent and their designated alternate. These individuals will have unique System Administration rights.*

2. Full Name - System generated based on the User ID. User ID information is stored within each individual User profile which is represented in the Users View of the SICM Maintenance Module.

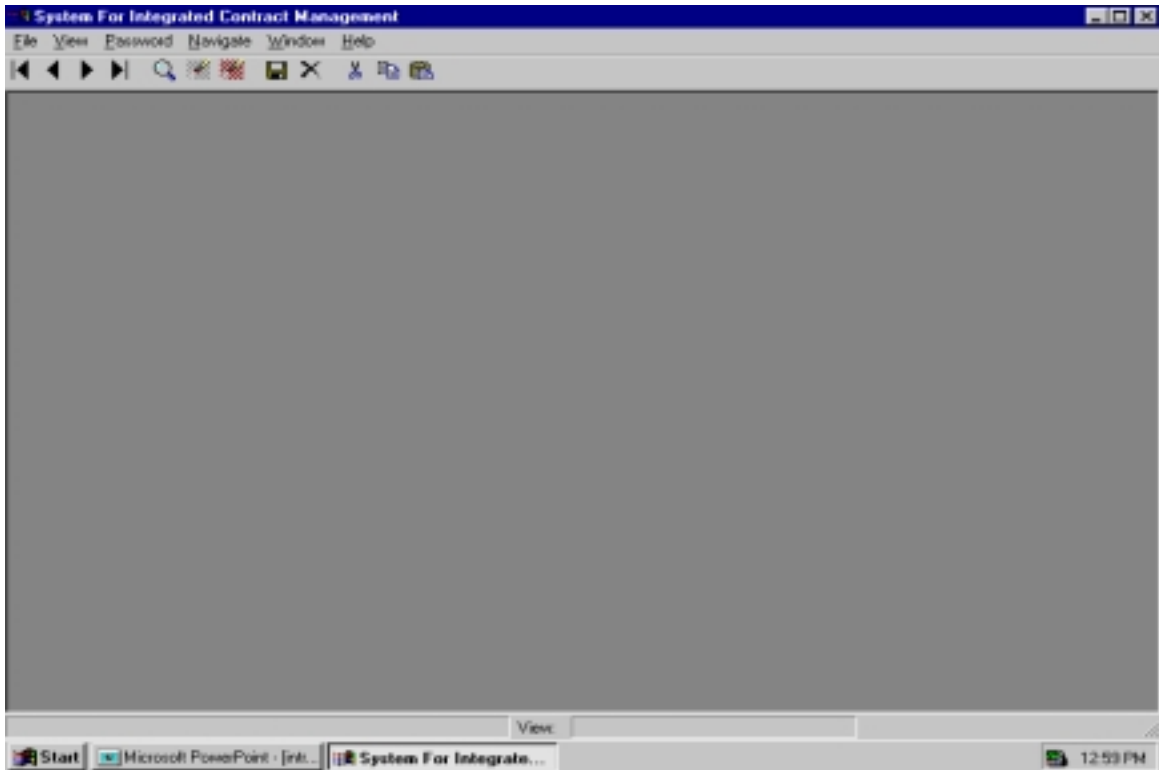
3. Password - Enter your User established system password.

***Note:** Passwords are case sensitive - alpha characters in upper or lower case.*

4. OK - Select if all data entered is correct and you wish to proceed with login.

5. Exit - Select to exit the application.

1.2 Opening View – SICM 4.0 Visual DataFlex Application



The new version of SICM is a Windows based application. This chapter describes each of the Top Line Menu options and functions.



The Toolbar displays standard Windows Icons. The function of these icons are described in your Windows Operating System.

1.3 System Function Key Descriptions

The system function keys appear throughout the application and assist by facilitating data entry. For consistency in field descriptions the definition of the function keys are as follows:



Selection List: a type of drop down list that contains user defined data. Access the selection list by clicking on the Selection List button.

Piin dodaac	Piin...	Piin ...	Piin serial	Spiindo	Support	Close stat
DAAE07	99	C	0001			
1						

Show: 2 [All] 3 OK 4 Cancel

1. Selection List Data - This field contains the data which was entered into the field for which the Selection List is associated.

Note: The PIIN Selection List will be a large listing. To narrow the scope of your search for a particular PIIN, begin by typing the DoDAAC in the PIIN field of the view you are opening the PIIN Selection List from, and then click on the Selection List button. The Selection List will take you to the first PIIN in the list that begins with that DoDAAC. To narrow even further, continue your initial PIIN entry through FY or even Instrument Type to being your list from that location.

2. Show Drop Down Menu - Provides the options of selecting All, Open, or Closed contracts to be displayed in the Selection List data field.

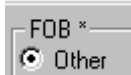
3. OK Button - Select the appropriate contract data field from the selection list by activating this button or by double clicking on the data field selection.

4. Cancel Button - Activate this button to cancel the selection list and return to the field for which the selection list is associated.

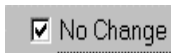
1.3 System Function Key Descriptions (continued)



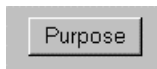
Drop Down Menu: a menu list that contains a predefined data table. User cannot add or modify data. Access the list by selecting the button. Data can be key entered, but if the data entered is not in the selection list, the system will enter a default value.



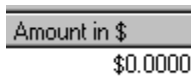
Radio Button: a circular button which selects the item described beside it when the button is depressed. Allows for only one selection per that field.



Check Box: a square box which selects the item described beside it when the box is depressed. Allows for multiple selections per that field.

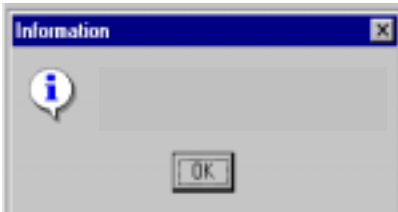


Button: a rectangular button, which activates the alternate screen indicated, when depressed.



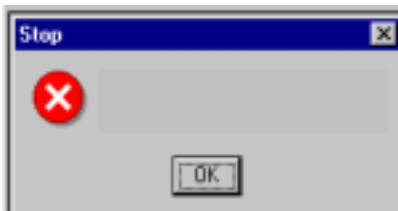
Currency Format: a currency entry field will appear with zeros in a one digit, four decimal point default format. Enter the amount, as required, using the decimal point to distinguish between whole dollars and cents. The system will accommodate up to four digits after the decimal point, but it will accept two digits. If the amount to enter is whole numbers, the system will default the decimal places to zeros.

1.4 System Generated Messages



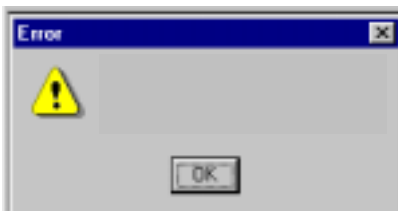
Info / (i)

Provides the user with additional information regarding the action being performed.



STOP / (X)

Message appears when the user is attempting to perform an action that is disallowed by the system.



Error / (!)

Appears when a mandatory field entry has been missed, or when a system validation has failed.

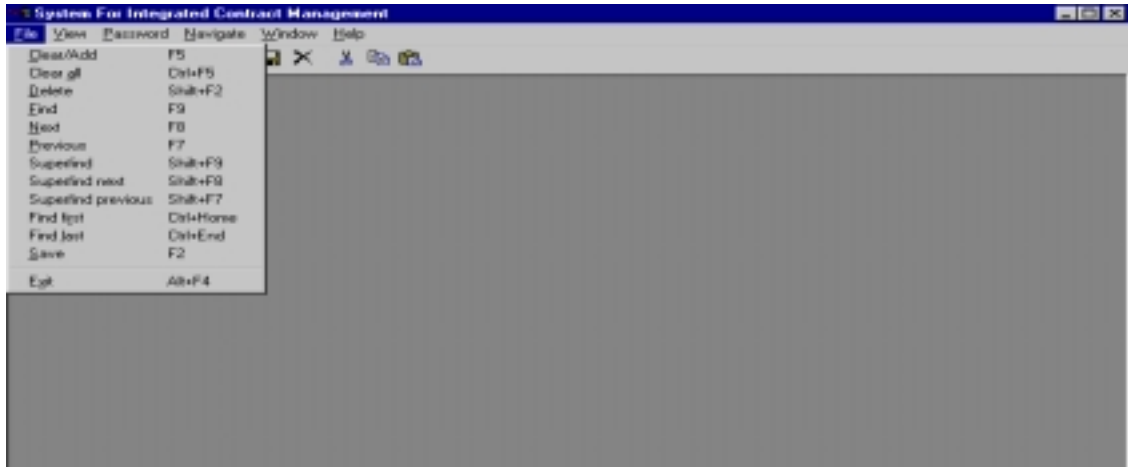


Confirm / (?)

A flag to the user that the system is about to perform a data field update such as a Save, Edit, or Delete action. Requires a user response. Select *Yes* or *No*.

1.5 SICM Top Line Drop Down Menus

File - This menu selection gives options to perform the following operations:



Clear current record/**Add** a new record

F5

Clear all data from view

Ctrl+F5

Delete the current record or line

Shift+F2

Find related data or refresh a record

F9

Find the **Next** record

F8

Find the **Previous** record

F7

Superfind finds correct parent/child record

Shift+F9

Superfind the **Next** record

Shift+F8

Superfind the **Previous** record

Shift+F7

Find the **First** record

Ctrl+Home

Find the **Last** record

Ctrl+End

Save the current record

F2

Exit use this option to exit the application

Alt+F4

Esc - Exits you from the View or Screen you initiate the action from.

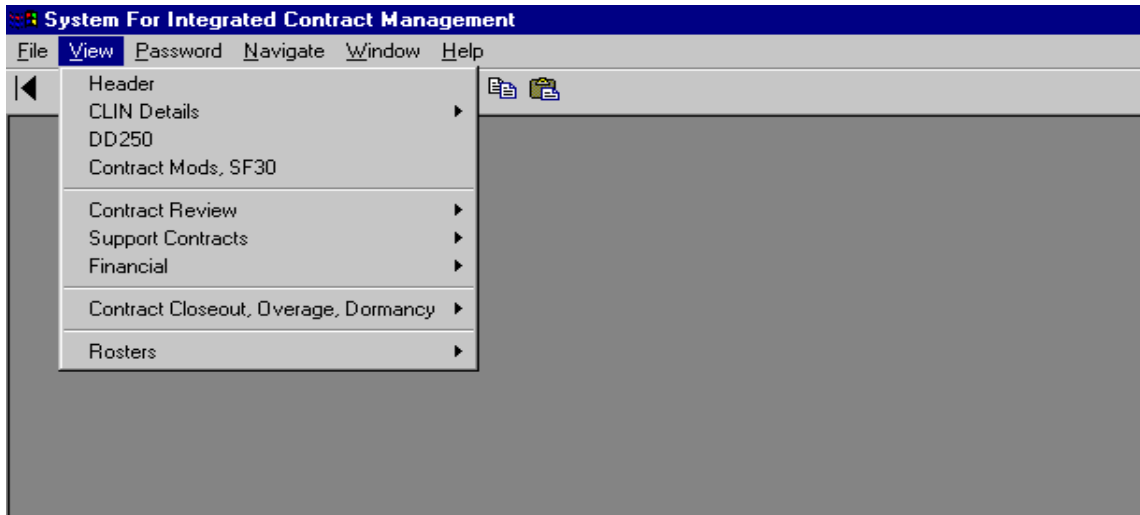
Ctl/Alt/Delete - Discontinues the session you initiate the action from.

Alt V - Prompts an info box that identifies the date of the SICM 4.0 Version that is being used .

Alt I - Prompts an info box that identifies the User ID of the current user.

1.5 SICM Top Line Drop Down Menus (continued)

View - This menu selection gives options to open the following SICM screens:



Header screen is used for Contract level detail entry.

CLIN Details is used for CLIN level detail entry, and O and M Actions.

DD250 screen is used for Shipment detail entry.

Contract Mods, SF30 screen is used for Modification detail entry.

Contract Review is used for Review, R9, Host CAS, and DD1716 detail entry.

Support Contracts is used for DD 1232 and Support Closeout detail entry.

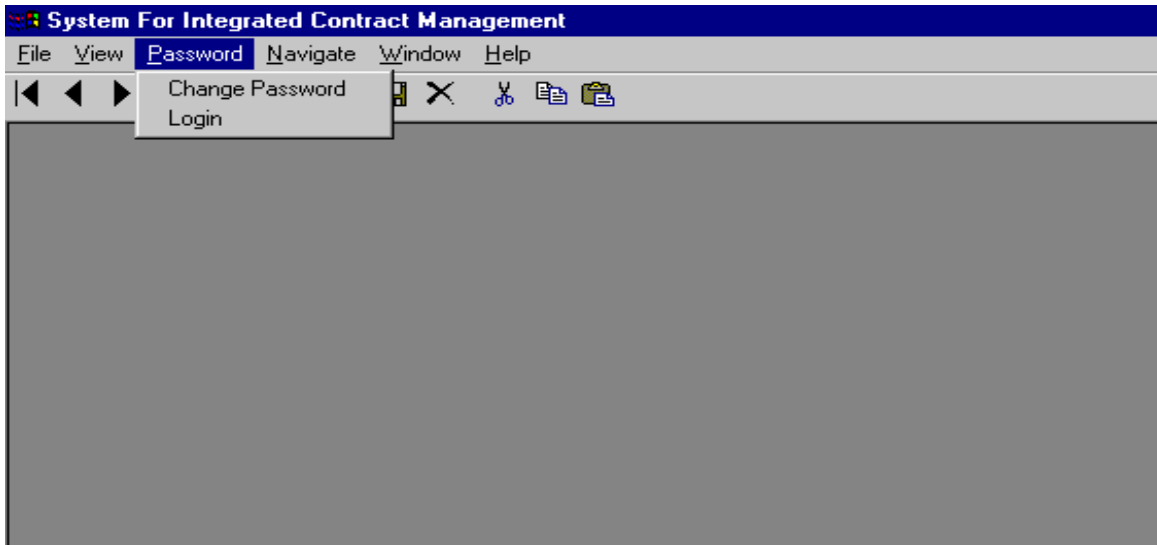
Financial is used for Financing, Voucher, and ACRN detail entry.

Contract Closeout, Overage, Dormancy is used for DD1593, DD1594, R2 Overage and Dormancy detail entry.

Rosters is used for Administration, Issuing, Contractor, Facility, Payment, Mark For, Ship To, POC detail entry.

1.5 SICM Top Line Drop Down Menus (continued)

Password - This menu selection gives options to perform the following operations:



Change Password screen is used to allow user to update their system password.

Login screen is used to allow the user to access to the system.

Refer to Chapter 11, Password, for screen views, field definitions and detailed user instructions.

1.5 SICM Top Line Drop Down Menus (continued)

Navigate - This menu selection gives options to perform the following operations:



Next area advances the system to the next available field.

Previous area advances the system to the prior available field.

Next View advances the system to the next available screen.

Previous View advances the system to the prior available screen.

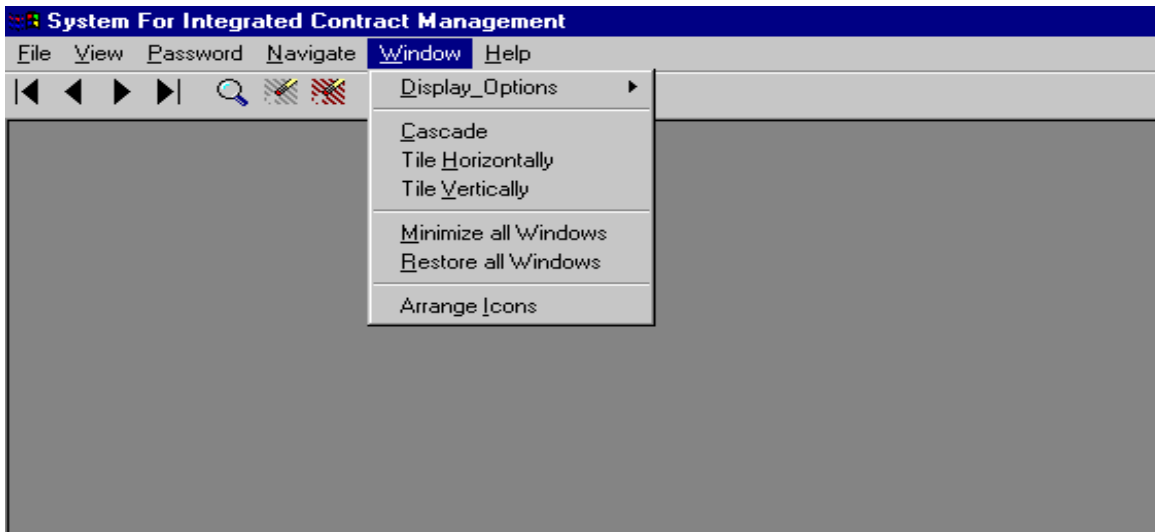
Prompt copies last entry into a set data field.

Zoom increases view size available.

Note: These Navigate options are only available to the user when another view within the application is OPEN.

1.5 SICM Top Line Drop Down Menus (continued)

Window - This menu selection gives options to perform the following operations:



Display Options is a windows feature to view tool bar, status bar, and auto arrange icons options.

Cascade is a windows feature to display views in a cascading fashion.

Tile Horizontally is a windows feature to display views in a horizontal fashion.

Tile Vertically is a windows feature to display views in a vertical fashion.

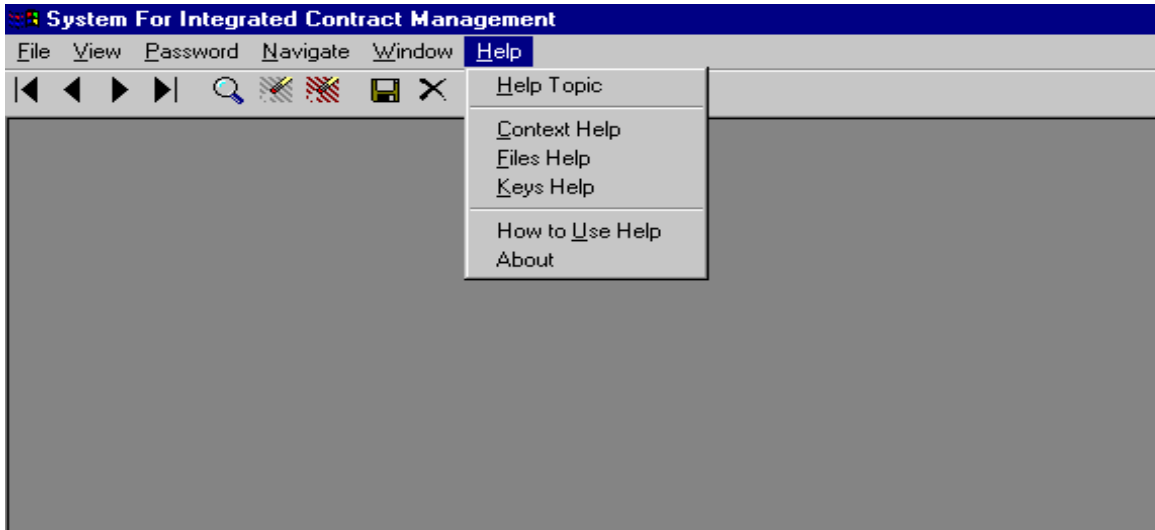
Minimize all Windows is a feature to clear your desktop of all open views.

Restore all Windows is a feature to replace all minimized views to an open status.

Arrange Icons is a windows feature to align shortcut icons on your desktop.

1.5 SICM Top Line Drop Down Menus (continued)

Help - This menu selection gives options to perform the following operations:



Help Topic is a windows feature which defines the help search to topics.

Context Help is a windows feature which defines the help search to context.

Files Help is a windows feature which defines the help search to files.

Keys Help is a windows feature which defines the help search to keys.

How to Use Help is a windows feature which provides instructions to the help function.

About Help is a windows feature which describes the help function.

1.6 Adding, Editing, Deleting and Saving Data

1. Adding – Initial data entry is accomplished by either: Typing it in, selecting the correct data from a selection list or drop down menu (if one has been provided), or marking/unmarking the appropriate box or button.

2. Editing – Most data entry fields may be edited by a user with edit rights. If an edit restriction applies to a data field you are attempting to edit, the system will notify you by displaying an Error Message.

To edit a data field, place the cursor in the field you want to change, and enter the new data by either: Typing it in; selecting the correct data from a selection list or drop down menu (if one has been provided); or marking/unmarking the appropriate box or button. After the edit has been made, you must SAVE the record by using the Save Icon, the F2 Function Key, or the Save Button (if one has been provided).

3. Deleting – Some data field entries may be deleted by a user with the proper edit rights using one of the following methods: (1) highlight the data to be deleted and press the Delete Key, (2) Shift F2 to delete an entire row of a Data Table, or (3) use the Backspace Key and backspace over the incorrect entry.

Because of the level of change control required for the edit or deletion of a Parent Record or Key Data Field such as Cage/DoDAAC, Contract Number, CLIN, Contractor Name, and Voucher Number/Voucher Header, restricted Administrator Level User access rights apply to the use of the Utilities that allow these edits and deletions to occur. In most cases the use of a Utility will edit or delete all the associated records as well. Refer to Chapter 13, Utilities, for more detailed information.

Regardless of the rights involved, this method of correcting data should be restricted only to those situations where editing would be considered insufficient.

4. Saving - The default method for saving records is by using the Save Icon or the F2 function key. However, in some cases a SAVE Button has been added to the view for the user's convenience. Any of these three methods of Saving will work.

Saving within Header, Tab and Table Design screen formats - If the screen contains a header and tab (or table design) the header portion will save when the user tabs through the last field in the header. If a table is contained in the screen, each row is saved when the user tabs through the last field of that row. When you have completed all the entries in the table and select the next tab, the previous tab is saved.

1.7 System Notes and other Helpful User Hints

1. Data Entry

Fields marked with an * require an entry. Input Screens with mandatory fields indicated should not be, and in some cases cannot be SAVED without the required data being entered.

A mandatory data field is one that the system recognizes as requiring an entry. Tabbing past a mandatory field, whether indicated with an * on the screen view or not, will generate a system Error Message. This message prompt will hide the cursor. To find the field that prompted the message, use Shift Tab. This will take you to the entry that preceded the mandatory field you missed.

Tabbing is the preferred method for advancing through view fields. In many cases the use of the Tab Key initiates a validation action within the system. Using other methods of movement from field to field within a screen view may cause these “behind the scene” actions not to occur.

If you “mouse click” into a DATE field, the cursor will be displayed where you were positioned within the field when you “clicked”. **WARNING:** If you were not in the first position of the field when you “clicked”, and begin to type in the DATE, you will either run out of field space, or end up with a date that does not fit any of the standard date formats. You can avoid this by using the Tab key to advance through screen fields.

For data entered into screens which have a Header and Table entry format, the system will trigger a SAVE as the user exits each table row. **IF** the user changes to a new table row by using a method other than tabbing through the last field of the row in which data was just entered, (for example: by using the down arrow key) , the system MAY generate one of several possible “Error Messages” (depending on which field the cursor is in) as it tries to perform validations either the row being exited or the new row in which no data has been entered. **To continue data entry: (1) Hit F5, and (2) Abandon Changes. This returns the cursor to the row that was exited from. Data that had be entered in that row will be cleared, and must be re-entered. To avoid these message calls, use the Tab key to advance through the last field to exit a row: This way the cursor will be positioned correctly in the first data field of the new row, and premature validation calls by the system will not be prompted.**

2. Data Selection

Use the Selection List or Drop Down Menu option, if one has been provided for you. This will help ensure the format integrity of data that is entered. **EXCEPTION:** Due to the large number of records that will be retained in the PIIN Selection List, after initial entry, it will be quicker for the user to simply ENTER the PIIN for the contract that is to be reviewed or edited.

1.7 System Notes and other Helpful User Hints (cont.)

3. Data Review

When data is entered into a data field, it is displayed on the screen view in a “buffer” status, but has not yet been Saved. The data must be moved from the buffer to a Saved status by using one of the methods available to SAVE a record. In a few cases, this action may be done automatically by the system.

A Save action may initiate the update of existing or related data fields that were directly impacted by the initial entry, change, or deletion of another data field. These updates are not displayed automatically. To view updates to data fields made by the system, use the F9 Function Key. This action refreshes, or finds and updates those fields that were impacted by an entry, change or deletion, and will display the data field result.

If it appears as though the system has not saved the data you have entered and Saved, try refreshing the screen view to pull in the current data table data.

If the column width of a data field on any screen view is not wide enough to accommodate the length of the data being displayed, the data will be RIGHT justified. This may give the appearance that incorrect data has either been entered into this field, or is being called incorrectly by the system. To ensure that the correct data is being displayed, depress the Home key while your cursor is in that field. This will pull the data over to a LEFT justified position. This behavior will most likely occur in the Acrn Part 2 “long line” accounting and appropriation data.

4. F5 Function Key - Clear/Add

The F5 Function Key is used to Clear the current record in preparation for the entry of a new record. After F5 is selected, the cursor will be return to the PIIN/SPIIN field, regardless of which field the action was initiated from.

For Views that have a 1 to 1 relationship with the Contract Header (D55S26), the PIIN field will also clear. For many to 1 relationships, the PIIN field will remain.

Views that DO NOT clear when F5 is initiated from the PIIN field: Pay Schedule, SF30, 1716, DD250.

Use this procedure if the system prompts one of the following error messages:
“No Record in Memory” / “PIIN does not Exist” / “Key Value may not be Changed”
(1) Hit F5 (2) Click OK to message prompt “Abandon Changes?” (3) Re-enter data

DD250, SF30, Voucher and 1716 are indexed on fields: Shipment Number, Mod Number, Voucher Number and Control Number respectively. If you F5 in these fields for these views, the entire screen view will CLEAR.

1.7 System Notes and other Helpful User Hints (cont.)

5. Global Find Issue

The following views, when opened, will not be pre-loaded with the PIIN of the contract that is currently being worked:

Pay Schedule, DD250, 1232, 1593, 1594 or 1716

The user must either type in the PIIN that is being edited or reviewed, or select the PIIN from the Selection List provided.

6. SICM Standard Functions

As with any of the basic Windows Standards, there is more than one way to performed each action/function within SICM. In most cases, however, only one method for performing a required action or function has been defined within the text of each of the following Chapters. The following is a quick check list of alternate methods for :

Save - Save Icon, F2 Function Key or the SAVE Button (if provided)

Selection Lists or Drop Down Menus can be activated by either clicking on the selection button provided, or by using the F4 Function Key while the cursor is in that field.

Selection Lists located within a tables format, can be activated by either clicking on the column with a >> designator, or by using the F4 Function Key.

Data entry - Type it in, select the entry from a Selection List or a Drop Down Menu, marking/unmarking the box or radio button, or Cut and Paste the data.

Deleting - Delete Icon, Shift F2 Function Key, or the Delete Key.